



WORK/LIFE INITIATIVE PROGRAMS • ALTERNATIVE WORK SCHEDULES



WORK/LIFE
INITIATIVE
PROGRAMS
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ALTERNATIVE
WORK
SCHEDULES



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VISION OF THE WORK/LIFE INITIATIVE

*The Montgomery County Work/Life Initiative
envisioning a diverse and equitable workplace built
on cooperation, flexibility, openness, respect and
trust, where employees can achieve excellence and
balance work, career, home, family and
community life.*

WORK/LIFE INITIATIVE PROGRAMS



ALTERNATIVE WORK SCHEDULES

MONTGOMERY COUNTY WORK/LIFE COMMITTEE

Under the auspices of the Work/Life Committee (WLC), Montgomery County first established its Work/Life Program in 1992. At that time the program included flex-time, a pilot telecommuting program, and compressed work schedule. Many employees participated in one or more facets of the program, which in turn led to improved employee morale and productivity while maintaining customer service and reducing leave usage and vehicle miles traveled to and from work.

At present, the Work/Life Committee, whose members are appointed by County Departments and Agencies, meets monthly. The Committee assists the County in the formalization and expansion of our initial work/life programs, including policy development, conducting briefings and education/training for employees and supervisors, and creating marketing/informational materials for distribution to employees. The Work/Life Committee has two subcommittees: Teleworking and Information & Education.

For more information contact the Work/Life Initiative Programs, EEO & Diversity Management Team, Office of Human Resources, 101 Monroe Street, 8th Floor, Rockville, Maryland 20850 or please call 240-777-5110.

ALTERNATIVE WORK SCHEDULES AND FLEXTIME

County employees may vary the time they begin and end their workday as long as they fulfill a required number of hours a day. For example, assuming a half hour lunch break, an employee may begin an 8-hour workday at 7 a.m. and end at 3:30 p.m., versus the traditional 9 to 5:30 day. Specific parameters for the approval of flextime schedules for represented employees are contained within collective bargaining agreements. For more information contact your supervisor or union representative. For other types of alternative work schedules, please refer to the "Compressed Work Schedules and Teleworking."

COMPRESSED WORK SCHEDULE

In a compressed workweek schedule, employee preferences for an alternative work schedule should be considered by supervisors, but the permission to permit the use of the compressed workweek remains with the supervisor. A compressed workweek, generally referred to as the 9/80 workweek, allows employees to work 80 hours in 9 days (8 days @ 9 hours and 1 day @ 8 hours) and be off one day each two-week period.

The normal workday for full-time County employees is not less than eight hours or more than 10 hours. The normal work week for full-time County employees is forty hours (excluding all meal periods), Sunday through Saturday, or any seven consecutive day period. Whenever practicable, two consecutive days off should be granted to employees. Represented employees should review Collective Bargaining Agreements in the area of work hours and contact supervisors or union representatives for specific questions.

For more information about Compressed Work schedules, you should contact your supervisor.

EMPLOYEE PAGER PROGRAM

The employee pager program was established for expectant fathers or for employees with critically ill family members. The purpose of the program is to allow employees to maintain and continue a sense of balance and normalcy in their professional and family lives while also attending to the well being of their family members when they are needed quickly. Through the program:

- County employees can request from the Office of Human Resources the use of a pager, free of charge, to assist them in being in touch at all times, especially at work, with the timing of the birth of a child or with the status of family members who have been diagnosed with a serious or critical medical condition.
- Employees' stress and tension levels can be minimized through the use of a pager, as they would be more readily available and accessible to

family members in any special situations or medical emergencies especially if they must be reached immediately.

For more information on this program contact the Office of the Director, Office of Human Resources at 240-777-5000.

JOB SHARING PROGRAM

The purpose of this program is to allow employees, with supervisory approval, the opportunity to share a job voluntarily while working in a part-time/half-time appointment, in order to enable them to care for immediate family dependents. It is recognized that the County is not obliged to create, staff, or maintain part-time/half-time positions. In a job-sharing situation, two (or more) people share the responsibilities and advantages of one full-time job. For more information contact your supervisor or union representative.

PART-TIME EMPLOYMENT

County employees, voluntarily or out of necessity, may work fewer than full-time hours on a regular basis. Part-time positions may be permanent or temporary. Part-time schedules may refer to portions of days, weeks, months, or years. The benefit of part-time employment is that it permits the County to fit the size of the work force to the workload and to increase the possibility of retaining experienced employees. For more information about part-time opportunities contact your supervisor.

TELEWORKING PILOT PROGRAM

(Formerly Telecommuting)

Montgomery County first explored telecommuting (now called telework) through a pilot program in the early 1990's.

The County was recently approved as a site for a Teleworking Pilot program, which is implemented through the Metropolitan Washington Council of Governments and the Baltimore Metropolitan Council. The Maryland Department of Transportation provides professional teleworking consulting services to Maryland employers through its Telework Partnership with Employers (TPE) Grant Program. Under the TPE program, the County is implementing a formal Pilot Teleworking program.

For the purpose of this pilot program, teleworking means using information technology to replace work-related travel. In 2001, the County will be selecting a limited number of employees in the County who will telework at least two days per month for a six-month period.

For more information about the Teleworking Pilot Program and for any employee inquiries about this area, contact the Work/Life Initiative Programs, EEO & Diversity Management Team, Office of Human Resources, 101 Monroe Street, 8th Floor, Rockville, Maryland 20850 or call 240-777-5110. The appointed members of the County's Teleworking Subcommittee, Work/Life Committee can also provide teleworking information and assistance to interested employees. Please contact 240-777-5110 for additional information.

UP-CLOSE PARKING FOR PREGNANT WOMEN

The Up-Close Parking for Pregnant Women Program was established by the County to assist County employees with particular needs by providing closer access to the building in which they work. For more information call the Office of Human Resources at 240-777-5000.

WORK/LIFE INFORMATION AND EDUCATION PROGRAM

The Work/Life Information and Education Series, sponsored by the County's Work/Life Initiative, offers specific work/life awareness and educational lunchtime seminars geared to update employees County-wide on a variety of issues and topics relevant to the workforce and to their families.

The program seminars are announced in the various County's newsletters, f.y.i. newsletter (OHR), departmental newsletters, postmaster informational electronic mail messages (DIST), voice mail broadcast messages, via the County intranet and on informational flyers sent to departments. The seminars are held in Rockville and other County locations.

Employees are encouraged to suggest topics of interest to be covered in upcoming seminars. For more information contact the Work/Life Initiative Programs, EEO & Diversity Management, Office of Human Resources, 101 Monroe Street, 8th Floor, Rockville, Maryland 20850, or please call 240-777-5110. Fax: 240-777-5130 and TDD/TTY: 240-777-5126.



**MONTGOMERY COUNTY
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EEO & DIVERSITY MANAGEMENT TEAM**

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EMPLOYEE LEAVE, BENEFITS AND HOLIDAYS



EMPLOYEE LEAVE, BENEFITS AND HOLIDAYS



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EMPLOYEE LEAVE, BENEFITS AND HOLIDAYS

ACCOMMODATION OF RELIGIOUS EXPRESSION

The County will make a reasonable effort to accommodate personal religious beliefs, for example, establishing alternate work schedules for employees requesting time off during normal work hours for religious observances. For more information please contact your supervisor or union representative.

ADMINISTRATIVE LEAVE

Administrative leave is paid leave granted by the employer that allows an employee to be absent from the workplace without charge against accrued leave. Administrative leave may be approved for a variety of reasons, including bereavement leave, jury duty, military training, and attendance at officially approved meetings and conferences.

Specific questions about the use of administrative leave should be directed to your supervisor or union representative.

ANNUAL LEAVE

Annual leave is granted to full and part-time Merit System County employees for vacation and personal reasons. Employees need supervisory approval prior to taking annual leave. At present, full-time employees earn annual leave depending upon the years of County service (less than 3 to 15 years or more) from 120 hours/year to 208 hours/year.

Part-time employees can earn annual leave on a prorated basis. However, firefighters earn from 144 to 249 hours/year.

For more specific information about annual leave please consult your supervisor or union representative.

BEREAVEMENT LEAVE

The employer may grant administrative leave to an employee who has experienced the death of:

- (1) A member of the employee's immediate family;
(a detailed definition is contained within the collective

- bargaining agreement and personnel regulations)
- (2) An individual who was related to the employee through blood or marriage; or
 - (3) An individual with whom the employee had a close association that was the equivalent of a family relationship.

Administrative leave granted for bereavement must not exceed 3 consecutive workdays. For more information, please contact your supervisor or union representative.

DEPENDENT CARE FLEXIBLE SPENDING ACCOUNT

The Dependent Care Flexible Spending Account is for reimbursement of eligible expenses associated with the care of qualifying dependents that enable employees (and their spouses, if they are married) to work.

Qualifying dependents include:

- An employee's dependents under the age of 13 for whom they may claim an exemption for federal income tax purposes (employees must have custody of the dependent).
- An employee's dependents (regardless of age) who are physically or mentally incapable of self care and who qualify as dependents for federal income tax purposes.
- An employee's spouse who is physically or mentally incapable of self-care.
- Eligible expenses are those expenses an employee pays for household services and for the care of qualifying dependents, provided such expenses enable the employee (and his/her spouse, if married) to work. Examples of eligible expenses include:
 - Household services such as a domestic worker, maid or cook, if those services are provided to qualifying dependents.
 - Day care centers, if they are fully licensed.
 - Babysitters in your home or dependent care provided in the babysitter's home while an employee (and his/her spouse, if married) are working.

A list of eligible expenses is available in the Internal Revenue Service Publication 503. An employee may contribute up to \$5,000 for the year,

in whole dollar amounts. Deductions are taken on a pre-tax basis and will lower your taxable income.

It is important to seek the advice of a financial and tax professional to determine what decisions are best for you and how you will be impacted by the tax laws.

For more information contact the Benefits Team, Office of Human Resources at 240-777-5000.

DISABILITY LEAVE

A full-time or part-time employee who is temporarily disabled due to an on-the-job illness or injury may be granted disability leave. Through disability leave, the employee receives the equivalent of their full county salary through workers' compensation benefits and a county supplement for the period of the temporary disability, up to 18 months. For more information, call your union representative or, if unrepresented, the Office of Human Resources.

DOMESTIC PARTNER BENEFITS

The Employee Benefits Equity Act of 1999 requires that any benefit the County provides for the spouse of a County employee or the spouse's eligible dependents must be provided for the domestic partner of a County employee and the partner's eligible dependents. Benefits provided to an employee's domestic partner or the partner's eligible dependents must be equivalent to those available for an employee's spouse or spouse's eligible dependents under the Consolidated Omnibus Budget Reconciliation Act of 1985 (COBRA), the Federal Family and Medical Leave Act, and other federal laws that apply to County employment benefits.

As a result of this law, which became effective March 3, 2000, dependent eligibility for certain group insurance and retirement benefits is now extended to those who meet the requirements for domestic partnership, as well as their eligible dependents. This applies to both active and retired employees.

For more information please contact the Office of Human Resources at (240) 777-5000.

FAMILY AND MEDICAL LEAVE (FMLA)

The Family and Medical Leave Act (FMLA) leave is paid or unpaid leave granted to eligible employees to care for a newborn or newly adopted child, or a foster child newly placed with an employee; to obtain prenatal care or to arrange for the adoption or foster care placement of a child in an employee's home; to care for certain members of an employee's immediate family who have a serious health condition; or because of an employee's serious health condition which makes him/her unable to perform the functions of a job.

For more information about Family and Medical Leave contact your supervisor or union representative.

FAMILY SICK LEAVE

Aside from the use of sick leave for an employee's own illness, sick leave may be used for an illness, injury, medical quarantine, medical, dental or optical examinations, or care for an employee's immediate family members.

For more information about family sick leave please contact your supervisor or your union representative.

LEAVE WITHOUT PAY (LEAVE OF ABSENCE)

Leave without pay (leave of absence) may be granted to employees when it is determined to be in the best interest of the County and if employees request it of their department directors. This type of leave can not exceed one year. If the leave without pay period exceeds 90 days, employees may be required to waive reinstatement rights to their position. For more information contact your supervisor or union representative.

PAID HOLIDAYS

Paid holidays are granted to full-time and part-time merit system employees. At this time there are nine regular paid holidays each year. The holidays are:

New Year's Day - January 1

Martin Luther King's Birthday - Third Monday in January

President's Day - Third Monday in February

Memorial Day - Last Monday in May

Independence Day - July 4

Labor Day - First Monday in September

Veterans' Day - *November 11*

Thanksgiving Day - *Fourth Thursday in November*

Christmas Day - *December 25*

For more information employees should contact their department or their supervisor.

PARENTAL LEAVE

This type of leave, sometimes called "family leave," is granted for an extended period to mothers or fathers to care for their newborn or very young children. An employee can use up to 720 hours of any combination of sick leave, annual leave, compensatory time, or leave without pay during any twenty-four month period. A fire fighter can use a prorated amount of leave. Sick leave donations may not be used to cover parental leave absences. For more information contact your supervisor or union representative.

PERSONAL LEAVE

Most merit system employees are eligible for two days of personal leave which may be taken for any reason. Like annual leave, personal leave must be requested and approved in advance. Personal leave or compensatory time is prorated for part-time employees. For more information contact your supervisor or union representative.

SICK LEAVE

Full-time merit system employees currently accrue 4.6 hours of sick leave per pay period, except that fire/rescue employees who work 2,496 hours per year accrue 5.52 hours per pay period. Part-time merit system employees earn sick leave on a prorated basis. There is no limit on the amount of sick leave you may accumulate.

For more information contact your supervisor or union representative.

SICK LEAVE DONOR PROGRAM

The Sick Leave Donor Program is available to County employees if they exhaust all of their accrued leave due to illness or injury. For more information about this program, available through OHR's Occupational Medical Services Team, call 240-777-5118. FOP Lodge 35 administers the Sick Leave Donor Program for represented police officers. Contact the union for more information on this program.



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EQUAL EMPLOYMENT OPPORTUNITY & DIVERSITY MANAGEMENT



DIVERSITY & MULTICULTURAL AWARENESS EDUCATION PROGRAMS AND ACTIVITIES



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EQUAL EMPLOYMENT OPPORTUNITY & DIVERSITY MANAGEMENT

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EQUAL EMPLOYMENT OPPORTUNITY & DIVERSITY MANAGEMENT

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DIVERSITY & MULTICULTURAL AWARENESS EDUCATION PROGRAMS AND ACTIVITIES

EQUAL EMPLOYMENT OPPORTUNITY POLICY

The EEO & Diversity Management Team in the Office of Human Resources is the entity in Montgomery County Government that is responsible for implementing, promoting, and ensuring compliance with the County's Equal Employment Opportunity (EEO) Policy.

- The Team serves to promote fairness, equity and respect for diversity in the work place.
- It is the responsibility of all employees and managers to protect the right of all individuals to work in an environment free from discrimination and harassment of any kind.
- Managers and supervisors bear a special responsibility to ensure this right for those under their supervision.
- Department directors and County officials are accountable and responsible for implementing the objectives of the County's EEO & Diversity Action Plan in their respective areas.

For more information about the County EEO Policy, contact the EEO & Diversity Management Team, Office of Human Resources, 101 Monroe Street, 8th Floor, Rockville, Maryland 20850, at 240-777-5110.

SEXUAL HARASSMENT POLICY

Sexual harassment is not tolerated in Montgomery County Government. If employees witness, become aware of, or believe they may be victims of sexual harassment, they must report the incident immediately to their supervisors, department director, a member of the EEO & Diversity Management Team (OHR), or an attorney in the Office of the County Attorney. Furthermore collective bargaining agreements provide guidance on addressing complaints and appropriate action will be taken.

For more information about the policy call the EEO & Diversity Management Team, Office of Human Resources, 101 Monroe Street, 8th Floor, Rockville, Maryland 20850, at 240-777-5110 or contact your union representative.

WORKFORCE DIVERSITY POLICY

The County's Workforce Diversity Initiative encourages the recruitment, hiring, training and promotion of all qualified applicants and employees in the workforce. The County's mission is to create a positive work environment which recognizes and values the unique and varied strengths of all employees and to remove any artificial or arbitrary barriers to employment and promotional opportunities that discriminate against applicants or employees.

For more information about the Workforce Diversity Policy or the Workforce Diversity Initiative Programs, contact the EEO & Diversity Management Team, Office of Human Resources, 101 Monroe Street, 8th Floor, Rockville, Maryland 20850 or please call 240-777-5110.

WORKFORCE VIOLENCE POLICY -- DOMESTIC VIOLENCE VICTIMS

(see Information & Referral Assistance Service & Subsidies brochure)

ALTERNATIVE DISPUTE RESOLUTION (ADR) AND MEDIATION PROGRAM

Disputes in the workplace are often inevitable. The Office of Human Resources provides an alternative to the filing a complaint or grievance.

Mediation is an informal, voluntary process that provides a safe, non-threatening forum for parties in a dispute to discuss the issues and to work out a mutually agreeable solution in the County.

If you are in a bargaining unit, call your union representative to discuss ADR approaches for any work place disputes. If unrepresented, contact the Labor/Employee Relations Team at 240-777-5114 between 8 a.m. and 4:30 p.m. For disciplinary issues, employees in OPT/SLT and Fire and Rescue bargaining units may utilize the pre-discipline settlement conference option. Call your union representative to discuss.

For EEO complaints, call the EEO & Diversity Management Team at 240-777-5110 between 8 a.m. and 4:00 p.m. weekdays to make an appointment.

AMERICANS WITH DISABILITIES ACT (ADA) COMPLIANCE ASSISTANCE

In accordance with the Americans with Disabilities Act (ADA), modifications or adjustments may be made to work processes or the work environment to enable qualified persons with disabilities to perform the essential functions of the job.

Employees with issues and concerns related to disabilities or individuals requesting reasonable accommodations can contact the Disability Management Program, Occupational Medical Section, Office of Human Resources at 240-777-5091 or contact their union representative.

County employees interested in learning about the objectives and work of the County’s Commission on Persons with Disabilities can contact the Staff Liaison of the Commission on Persons with Disabilities, Department of Health and Human Services at 240-777-1246 or the TTY/TDD number is 240-777-1236.

**EQUAL EMPLOYMENT OPPORTUNITY
DISCRIMINATION GUIDELINES**

These guidelines apply to the reporting and processing discrimination complaints by the Equal Employment Opportunity (EEO) & Diversity Management Team within OHR.

These guidelines specifically apply to:

- All verbal or written complaints filed internally by County employees with Department/County management.
- All complaints filed externally through regulatory agencies such as the Montgomery County Human Relations Commission (HRC), the Maryland Commission on Human Relations (MCHR) and the U.S. Equal Employment Opportunity Commission (EEOC).

For more information please contact the EEO Officer or his/her designee at the EEO & Diversity Management Team, 101 Monroe Street, 8th Floor, Rockville, Maryland 20850, at 240-777-5110.

**DIVERSITY & MULTICULTURAL AWARENESS
EDUCATION PROGRAMS**

A variety of diversity and multicultural awareness education programs are offered to County employees and the community at large through various County departments and employee associations.

Some of these include:

- Offices of the County Executive, the Office of Community Outreach sponsors the following annual celebratory programs:

Martin Luther King, Jr. Holiday	
Observance	<i>January (Third Monday)</i>
Black History Month Celebration	<i>February</i>
Arab-American Heritage Month	<i>April</i>
Asian Pacific American Heritage Month	<i>May</i>
Cinco de Mayo Program	<i>May 5</i>
Juneteenth Program –	
Slave Emancipation Celebration	<i>June 17</i>
Hispanic/Latino Heritage Month	<i>September 15 - October 15</i>
Native American Heritage Month	<i>November</i>

For information and program schedules call 240-777-2521.

- The Office of Human Resources, EEO & Diversity Management Team, sponsors the following annual interdepartmental program, which is observed Countywide to celebrate workforce and community diversity:

Montgomery County Diversity Day Program *Mid-October*
(See Diversity Day Observance Program on Page 7)

For information and program schedules call 240-777-5110.

- The Commission for Women sponsors the following annual programs:

Women's Legislative Briefing	<i>February</i>
Women's History Month Program	<i>March</i>
Take Our Daughters to Work Day	<i>April (4th Thursday)</i>

For information and schedules call 301-279-8301.

- The Department of Health & Human Services, Aging & Disability Services, sponsors the following annual celebratory programs:

Older Americans Month Programs	<i>May</i>
National Disability Employment	
Awareness Month	<i>October</i>
Pyramid Awards for Persons	
with Disabilities	<i>October</i>

For information and schedules call 240-777-3000.

- Montgomery County Human Relations Commission sponsors the following annual programs:

Hall of Fame Awards on Human Rights

For deadlines and related information, please contact the County’s Human Relations Commission at 240-777-8450.

- Montgomery County Department of Recreation sponsors (or provides community grants) to the following annual celebratory programs:

Montgomery County International Festival (formerly the Ethnic Heritage Festival)	<i>June</i>
Wheaton Sparkles (American Independence Celebration)	<i>July 4</i>
Germantown’s Oktoberfest	<i>September</i>
Latino Festival	<i>September</i>
Veterans Day Observance (Executive Office Bldg.)	<i>November</i>

For more information and other additional community events and programs, please contact Community and Special Events at 240-777-6820. For information about the Charles W. Gilchrist Center for Cultural Diversity programs and services, please call 301-942-4423. (See Information and Referral Assistance Service & Subsidies Brochure.)

- Montgomery County African American Employees Association sponsors the following programs:

Black History Month Program	<i>February</i>
Annual Training Conference	<i>Fall</i>
Empowerment Through Literacy Lecture Series	<i>Monthly</i>
AAEA Leadership Institute	<i>Varies</i>

For information and schedules call 240-777-2516.

- Montgomery County Gay & Lesbian Employees Association sponsors the following annual program:

Gay & Lesbian Awareness Month	<i>June</i>
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For information and schedules call 240-777-6275.

MONTGOMERY COUNTY DIVERSITY COUNCIL

The purpose of the Diversity Council is to advise the County Government on policies that support an environment in which there is conscious acceptance, education, and inclusion of diversity within Montgomery County. It works to ensure that all employees and those served by the County are afforded equal opportunity in all areas of employment, programs and services provided by the County.

The Council serves as an advisory body and communication link between the County Executive and County employees, County departments, County-funded agencies, employee associations, management, and selected community advisory groups that represent the diverse residents of Montgomery County. Council members are appointed by their respective departments and agencies. The Council Chair and Vice-Chair are elected by the full Council and they serve in their capacity for one-year.

Meetings of the Diversity Council are held monthly at the Executive Office Building Auditorium from 9:00 to 10:30 a.m. The Council meetings are open to employees and the public.

For more information about the role and work of the Council, please contact the EEO & Diversity Management Team, Office of Human Resources, 101 Monroe Street, 8th Floor, Rockville, Maryland 20850, or please call 240-777-5110.

MONTGOMERY COUNTY DIVERSITY DAY OBSERVANCE PROGRAM

The Office of Human Resources has been the lead County department for organizing the Annual Diversity Day Observance Program which is celebrated Countywide. This special event was initiated in 1995 when the County Executive Douglas M. Duncan launched a Countywide Diversity Initiative (see Workforce Diversity Policy on Page 3) designed to create a positive work environment across all departments and agencies.

The Diversity Day program, a model in the state of Maryland, is usually held every year in October. An interdepartmental/inter-agency planning committee meets throughout the year in order to ensure that the annual program is a successful and visible program for the County.

The official Annual Diversity Day program is usually held in mid-October at the Executive Office Building and at the Stella Werner Council Office Building in Rockville, Maryland.

County employees are urged to participate in the planning committee monthly meetings and to attend and enjoy the day's various diversity-related activities and programs. For more information about the day, please call the Diversity Day Planning Committee staff in the Office of Human Resources' EEO & Diversity Management

located at 101 Monroe Street, 8th Floor, Rockville, Maryland 20850. The telephone number is 240-777-5110. The office fax number is 240-777-5130 and the TTY number is 240-777-5126.

EMPLOYEE ORGANIZATIONS AND ASSOCIATIONS

The County has recognized the following organizations for the purpose of providing representation to employees in matters affecting wages, hours and working conditions.

- **PROFESSIONAL AND TECHNICAL/SERVICE LABOR AND TRADES**
Municipal and County Government Employees Organization (MCGEO)
UFCW Local 1994 301-977-2447
Gino Renne, President
- **FIRE/RESCUE**
Montgomery County Career Fire Fighters Association IAFF
Local 1664, AFL-CIO 301-767-6611
John Sparks, President
- **POLICE**
Fraternal Order of Police
Lodge 35, Inc. 301-948-4286
Walter E. Bader, President

In addition, while not formally recognized, there are a number of independent employee associations and organizations in existence in the County.

- **Montgomery County African American Employees Association**
Contact the AAEA representative at 240-777-2516.
- **Montgomery County Hispanic Employees Association**
Contact the HEA representative at 240-777-7236.
- **Montgomery County Asian Pacific Employees Association**
Contact the EEO & Diversity Management Team, Office of Human Resources at 240-777-5110.
- **Montgomery County Christian Employees Association**
Contact the CEA representative at 240-777-2531.
- **Montgomery County Gay, Lesbian or Bisexual Employees Association (GLOBE)**
Contact the GLOBE representative at 240-777-6275.
- **Coalition of Black Police Officers**
Contact the Coalition representative at 301-565-5835.
- **Alliance of Police Supervisors.**
Contact the APS representative at 301-840-2386.
- **Montgomery County Career Officers Association.**
Contact the MCCOA representative at 443-756-0501.

For more information, please contact the EEO & Diversity Management Team, Office of Human Resources at 240-777-5110.



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EMPLOYMENT DEVELOPMENT AND EMPLOYEE RECOGNITION



EMPLOYEE HEALTH AND WELLNESS, STUDENT DEVELOPMENT AND INTERNSHIP OPPORTUNITIES



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EMPLOYEE DEVELOPMENT AND EMPLOYEE RECOGNITION

AWARDS PROGRAMS

- The Montgomery's Best Honor Awards offer prestigious awards to employees in the following seven categories: Award for Exceptional Service, Employee of the Year Award, Employee Representative of the Year Award, Customer Service Award, County Partnership Award, County Diversity Award, and the Executive's Safety Award.

For more information on this program, call the Training Staff, Office of Human Resources at 240-777-5153.

- The Length of Service Awards coordinated by the Office of Human Resources are to recognize County employees for continued County service at five-year intervals.

For more information contact your supervisor.

- County departments may recognize their employees with annual leave awards and other employee recognition awards.

For more information contact your supervisor.

CAREER DEVELOPMENT, COACHING AND MENTORING PROGRAMS

The Office of Human Resources' Training Staff offers courses related to career development, coaching and mentoring. Employees have access to classes that assist them in identifying and pursuing their career goals. Supervisors can also take classes to improve the skills needed to assist and support employees.

For more information contact the Office of Human Resources on 240-777-5153.

COUNSELING AND CAREER SERVICES AT THE COMMISSION FOR WOMEN

The Commission for Women Counseling and Career Center provides a broad scope of programs and services designed to meet the needs and interests of women in our community. Services at the Center include counseling for personal and career issues, workshops and seminars on a wide range of topics, vocational testing, a job bank, information and referral services, the use of the Center's library, and a legal call-back program. The legal call-back program is conducted by telephone and is coordinated by an attorney volunteer who faxes any legal questions posed by County residents to other attorney volunteers who have agreed to participate in the program. An attorney will call that person with legal information within two weeks.

Individuals and couples counseling is provided by licensed clinical social workers, certified and licensed counselors, and other mental health professionals. Sessions are available by appointment at a cost of \$20.00 per session for County residents and \$30.00 for those living outside Montgomery County. Both day and evening hours are available.

Group services at the Commission for Women Counseling and Career Center include: Personal Growth and Coping; Couples and Families; Separation and Divorce; Financial Security; Women at Work; and Wellness. A calendar of events is published every three months with a listing of specific programs. Workshops are designed to provide information and/or support to clients. Programs vary from one to six sessions in length with each session lasting approximately two hours. Classes meet in day and evening hours to meet a variety of schedules. The cost of workshops is \$8.00 per session for persons living in the County and \$12.00 per session for non-county residents.

The Counseling and Career Center also offers the Myers-Briggs Type Indicator, a personality preference test; and the Strong Interest Inventory, a vocational assessment inventory. Both instruments are available in workshops given monthly at a cost of \$40.00 each for County residents and \$60.00 each for individuals living outside the County.

For further information or a copy of the current calendar, please call the Commission for Women Counseling and Career Center at 301-279-1800 or visit their web site at www.co.mo.md.us/cfw

EMPLOYEE TUITION ASSISTANCE

The County and unions have agreements concerning tuition assistance expenses. The education and training employees receive through tuition assistance can be used for training that helps them perform more effectively in their current job or prepares them for higher level responsibility with the County.

Through tuition assistance, employees can develop new job skills, maintain and update technical skills or broaden and enrich their careers. The program funding is made available to employees on a first-come, first-serve basis. For more information about tuition assistance please call the Training Staff, Office of Human Resources at 240-777-5153 or your union representative.

MONTGOMERY COUNTY LEADERSHIP INSTITUTE

The Leadership Institute is an exciting partnership with Johns Hopkins University and Montgomery College to integrate contemporary management theory and best practices into the Leadership Institute curriculum in a manner that will challenge and enhance the County leadership. Participation in the Institute is required of all Management Leadership Service (MLS) members in the County's Executive and Legislative branches, all County supervisors in grades 27-29, and all public safety managers and supervisors at comparable levels.

For more information please contact the Training Staff, Office of Human Resources at 240-777-5153.

STAFF DEVELOPMENT AND TRAINING

The County wants to reinforce the value of continuous learning by helping managers and employees adjust and succeed in what is seen as a major shift in the workplace. Change is now a constant factor, and successful organizations have learned to anticipate and take advantage of the opportunities that accompany changes. That is why many organizations are placing a higher value on employees who have a wide variety of skills and experience. Those employees are often more flexible and better prepared to take advantage of the opportunities afforded by change. The shift in how organizations value their human resources will have a profound impact on you and future employees, regardless of where you work.

The County offers you a variety of learning opportunities including college courses, individual training sessions and seminars, conferences and conventions, and many types of self-directed learning.

Aside from the on-the-job or departmental approved training, the County offers a variety of courses to help managers and employees improve their knowledge, skills and abilities. The Employee Continuous Learning and Professional Development Catalog includes calendars with class schedules and application procedures. Catalogs are distributed to employees twice a year through the various departments. They also provide specific course information for the following general learning categories:

Customer Service	Performance Management
Professional Development	Supervisory Development
Leadership Development	Recruitment/Financial Management
Labor/Employee Relations	Performance Management
Computer Training	Human Resources Management

For more information contact the Training Staff, Office of Human Resources, 101 Monroe Street, 7th Floor, Rockville, Maryland 20850, or please call 240-777-5153.

EMPLOYEE HEALTH & WELLNESS

DISABILITY MANAGEMENT PROGRAM

The County assists applicants with disabilities during the hiring process and will assist current employees to retain employment, when possible, if they become disabled due to illness or injury. The program provides services to employees who may have a mental or physical impairment that prevents them from working full duty. Assistance is provided to employees with disabilities who need help in maintaining or resuming employment.

Administered by the Office of Human Resources' Occupational Medical Services Team, a team approach is utilized to facilitate reasonable accommodation, alternate job placement, and limited or light duty work assignments with the goal of returning to productive employment.

For more information call the Disability Management Program at 240-777-5118, Occupational Medical Services Team, Office of Human Resources.

EMPLOYEE ASSISTANCE PROGRAM (EAP)

The Employee Assistance Program (EAP) is a confidential, short-term, professional counseling service offered to County employees by an independent contractor to the County. Spouses and dependents of employees are also eligible to use the program. The program is currently administered by the Sheppard Pratt Health Plan, under contract to the Office of Human Resources (OHR).

Some of the types of counseling being offered by the program include:

- Marital or family problems
- Emotional distress (depression, stress, etc.)
- Alcoholism or alcohol abuse
- Drug abuse (prescription or illegal drugs)
- Problems caused by another's alcohol or drug abuse
- Other personal difficulties, (financial, legal, or health problems)
- Work place issues

For more information about the EAP program contact the Occupational Medical Services Team, Office of Human Resources at 240-777-5118.

EMPLOYEE HEALTH AND WELLNESS--*HEALTH YOURSELF*--PROGRAM

The Employee Health and Wellness Program, also named the *Health Yourself* Program, provides County employees and departments with a variety of programs and related activities pertaining to the health of employees.

Some of them include:

- Medical consumerism and self-care manuals
- Program introduction at new Employee Orientation sessions
- Publication of a Quarterly Wellness Newsletter
- Monthly submissions of Monthly Wellness articles for departmental newsletters

- Organize several Health Fairs Countywide
- Provide health risk appraisals and health screenings including blood pressure, total cholesterol, body fat and wellness profiles
- Organize health educational classes covering health and wellness issues and concerns
- Exercise programs
- Awareness events and activities including cafeteria tables and table tents

The Department of Recreation and the *Health Yourself* Programs offer discounts to County employees for recreational and wellness activities. (For more information please see "Discount Coupons/Reduced Prices" in the Information and Referral Assistance Services & Subsidies brochure.)

For additional information call 240-777-5092 or email HEALTY@CO.MO.MD.US in the Occupational Medical Services Team, Office of Human Resources.

SMOKING IN THE WORKPLACE POLICY

Smoking is not permitted in any County building, or in motor vehicles owned or leased by the County. Smoking is discouraged within 50 feet of the entrance to any County building.

For more information about this policy contact your supervisor.

STUDENT DEVELOPMENT AND INTERNSHIP OPPORTUNITIES

PARTNERSHIP FOR YOUTH ADVANCEMENT (PYA) INTERNSHIPS PROGRAM

The Partnership for Youth Advancement Internships (PYA) Program provides County youth (high school and college) with internship opportunities in Montgomery County government departments and agencies throughout the academic year. Its goal is to provide students from diverse backgrounds, cultures, socio-economic characteristics, and origins with relevant and appropriate work experience to broaden their practical knowledge and enhance their career potential.

In addition to gaining career experience in their fields of interest, PYA interns, who do not receive any remuneration, may receive community service or service learning credit from their high schools or earn academic credit from college or university level courses they are taking.

For more information call the PYA Program Staff, EEO & Diversity Management Team, Office of Human Resources, 101 Monroe Street, 8th Floor, Rockville, Maryland 20850, at 240-777-5110.

MARYLAND PREPAID COLLEGE TRUST

The Maryland Prepaid College Trust is an affordable State program designed to provide families with a way to save for a child's future college tuition by locking in today's contract prices. You select the number of years of college you want to purchase, the type of college, a payment plan to fit your family budget, and your payment will be determined by the child's age or grade.

When your child goes to college in the future, the Trust will pay the full in-state tuition and mandatory fees at any Maryland public college. If the child attends an eligible private or out-of-state college, the Trust will pay the weighted average tuition. To be eligible to purchase a contract, either the purchaser must be a Maryland or District of Columbia resident at the time of enrollment.

For more information about the Trust, please call toll free 1-888-4MD-GRAD or visit www.prepaid.usmd.edu

It is important to seek the advice of a financial and tax professional to determine what decisions are best for you and how you will be impacted by the tax laws.



**MONTGOMERY COUNTY
OFFICE OF HUMAN RESOURCES
WORK/LIFE INITIATIVE PROGRAMS
EEO & DIVERSITY MANAGEMENT TEAM**

101 Monroe Street, 8th Floor, Rockville, Maryland 20850
240-777-5110 FAX: 240-777-5130 TDD/TTY: 240-777-5126
http://www.emontgomery.org/ohr/index_frameset.htm





INFORMATION
& REFERRAL
ASSISTANCE
SERVICES & SUBSIDIES

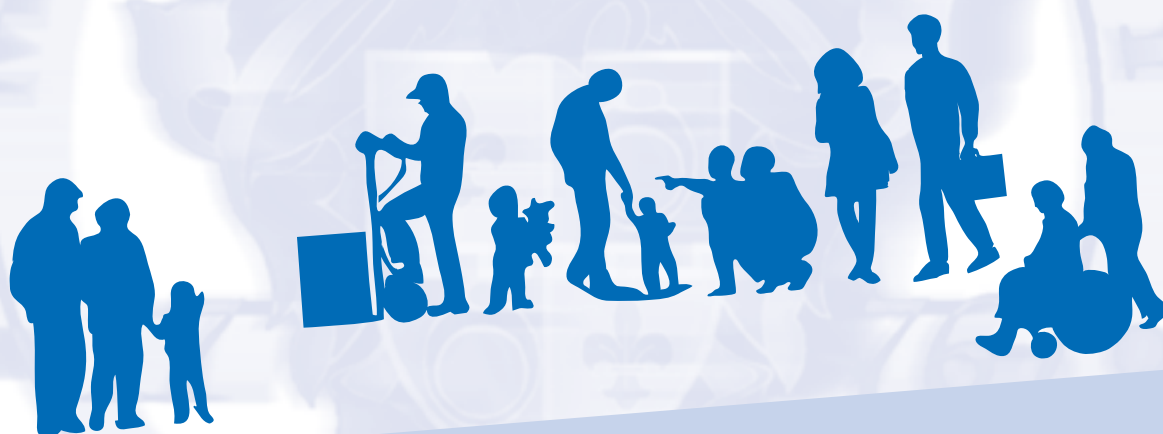


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INFORMATION & REFERRAL ASSISTANCE SERVICES & SUBSIDIES

ADULT/ELDER CARE ASSISTANCE AND REFERRAL SERVICE

- Providing information and referral services for disabled adults (18+ years old) and older adults (60+ years old)
- Providing information and referral services on medical and geriatric services for use of disabled family members (18+ years old) and older adults (60+ years old)
- Providing information about care/service "activities of daily living" (ADLs) such as personal care, shopping, and transportation; and instrumental activities of daily living (IADLs) such as banking, bill paying, home maintenance and repair, and health/medical appointments
- Managing the care; for instance, helping determine what the adult/elder person can and cannot do, what the primary caregiver can do to help, and what help is needed from others. This involves arranging for some or all of this help from others, and continuously monitoring the situation
- Providing employees options for County-sponsored adult/elder care such as: counseling and referral services; financial assistance for respite care; easing time constraints; donating to existing community resources; and accommodating major transitions
- Providing an adult/elder care consultation and referral service for employees, retirees and family members of both groups

For information on aging issues or elder care, or to attend the regular meetings of the County Commission on Aging, call the Area Office on Aging, Department of Health and Human Services at 240-777-3000.

For general senior services, County employees can contact the Senior Center Infoline at 240-777-3000. The Infoline can provide information to employees interested in knowing the benefits and services available to seniors living in the County. They can also provide employees with long-term care options, employment opportunities, rent subsidies and home repair, financial and legal services, fuel assistance and many other issues.

To reach the national network of aging services, contact 1-800-677-1116. The Eldercare Locator will give employees access to an extensive network of organizations serving older people at state and community levels. The Eldercare Locator can connect employees to information sources for a variety of services:

- Home delivered meals
- Transportation
- Employment
- Legal assistance
- Health care
- Housing options
- Long-term care options
- Recreation and social activities

- Adult day care
- Senior center programs
- Home health services
- Elder abuse prevention
- Nursing home ombudsman

For more information call the Work/Life Initiative Programs, Office of Human Resources at 240-777-5110 or call Aging and Disability Services Division of the Department of Health and Human Services at 240-777-4595.

CHARLES W. GILCHRIST CENTER FOR CULTURAL DIVERSITY

The Charles L. Gilchrist Center for Cultural Diversity serves the County's diverse community including immigrants and new residents, functioning as a central point of contact to County and other community services. Named after former County Executive and Episcopal Priest Charles W. Gilchrist, the Center serves as a symbol of the County's commitment to provide an open, supportive, and hospitable environment that affirms the County's multicultural community and fosters a sense of belonging among all those who make up our community. The Gilchrist Center, located in Wheaton, includes a New Americans Welcome Area, a Cultural Education and Exchange Program, a Small Business Development Program and a Volunteer Program. For more information, please contact the Center staff at 301-942-4423 or by fax at 301-468-4253.

CHILD CARE ASSISTANCE AND REFERRAL SERVICES

There are various kinds of programs that are available to help parents with childcare services including:

- Consultation with County employees to help them make informed child care decisions
- Providing dependent care assistance plans to help employees save taxes on money spent for child and dependent care
- Subsidizing child care for income eligible employees
- Referrals for childcare programs, full-day summer, and camp referrals
- Information for selecting a child care center/provider
- Provision of educational services (parenting seminars, handbooks, hotlines and caregiver fairs)

For more information about child care assistance and referral services please call the Work/Life Initiative Programs, Office of Human Resources at 240-777-5110. For other information on childcare services please call Childcare Referrals - LOCATE at 301-279-1773, for the Childcare Subsidy Program (Purchase of Care & Working Parents Assistance) call 240-777-1155.

CONSUMER AFFAIRS INFORMATION

The Division of Consumer Affairs, Department of Housing and Community Affairs, is responsible for enforcing the County's laws that prohibit deceptive and unconscionable trade practices in the market place. The Division handles individual complaints as well as conducts major investigations. County employees, as consumers, can call DCA for pre-purchase information and advice including complaint records on businesses. In addition, DCA is the licensing body for most County businesses, including landlords, auto repair shops and new homebuilders.

DCA also conducts numerous educational activities including providing speakers to community groups, distributing educational materials and reaching out to the media on consumer issues and topics. The Division also has a program on child passenger safety which conducts car seats checks, helps to organize large car seat check events, conducts child passenger safety training to County employees as well as the public and offers awareness classes to community groups.

For more information, please call the Division of Consumer Affairs at 240-777-3635. The Child Passenger Safety Hotline Number is 240-777-3630. The DCA Web Site is: www.co.md.us/hca

CREDIT UNION

County employees and their families are given the option for membership in the Montgomery County Employees' Federal Credit Union. Contact the Credit Union at 301-279-1964 for further information about financial services provided for County employees.

DISCOUNT COUPONS/REDUCED PRICES

From time to time the County is able to offer benefits to local sporting, artistic, or other entertainment events and places. These offers are usually communicated through posters, flyers, the County's e-mail system, and the County's employee newsletter, *Overtimes*.

For more information about these benefits contact the Training Staff, Office of Human Resources at 240-777-5153.

The Montgomery County Department of Recreation and *Health Yourself*, the Employee Wellness Program, also provides discounts to County employees. These discounts include aquatics and community centers as well as recreational classes.

Discounts:

- **Classes** - 20% discount on One Class per session
- **Aquatics** - 20% discount on Individual or Family Pool Passes
- **Centers** - 20% discount on Weight Room/Gym Cards

For additional information please call the Recreation Department at 240-777-6840. In complying with the Americans with Disabilities Act (ADA), if an employee need auxiliary aids or services in order to participate, please call 240-777-6960, TTY 240-777-6974, at least two days prior to the start of the recreational activity. Employees in bargaining units are eligible to receive additional benefits through union membership. Please call the local union office to discuss.

HOUSING, REAL ESTATE, MORTGAGE INFORMATION & REFERRAL ASSISTANCE

This program is to provide County employees with up-to-date information about available eligible income housing and to assist with real estate and mortgage questions, emergency housing and other related housing questions. For more information, please contact:

- Moderately Priced Housing and Landlord Tenant Affairs Information in the Department of Housing and Community Affairs at 240-777-3600
- Housing Services Prevention and Crisis Intervention Information is offered by the Department of Health and Human Services in several locations:
 - 240-777-4448 (Gaithersburg and Upper County areas)
 - 240-777-4550 (Rockville area)
 - 240-777-3075 (Silver Spring area)
- Housing Resources Services at the Housing Opportunities Commission (HOC) 301-929-2390. Mortgage Purchase Program (MPP) in HOC, 301-929-6748, select option 1

INVESTMENT AND RETIREMENT COUNSELING AND FINANCIAL PLANNING INFORMATION

Information about investment and retirement counseling applies only to employees who are participants in the 401(a) Retirement Savings Plan. The Montgomery County Board of Investment Trustees, through an arrangement with American Express Tax and Business Services, provides individual and group retirement planning and investment education sessions at no cost to eligible participants in the Retirement Savings Plan. For questions or to sign up for a session, please call American Express Tax and Business Services at 1-800-999-9722 and ask for the Montgomery County Retirement Savings Plan coordinator.

For additional information, please call the Board of Investment Trustees at 240-777-8220.

Throughout the year, the Office of Human Resources' Training staff offers retirement workshops to employees on how to compute retirement benefits as well as post-retirement insurance coverage. It also provides financial management, estate planning and long-term care seminars.

For more information, please call the Training staff on 240-777-5153.

PUBLIC TRANSPORTATION INFORMATION SERVICES AND SUBSIDIES

The Division of Transit Services, Department of Public Works and Transportation provides a variety of public transportation services and subsidies to the general public which may be of great interest to Montgomery County employees and their families.

Montgomery County Transit Information specialists are available to assist employees in planning their transit trips. Operators are available from 6:00 a.m. to 10:00 p.m. Monday through Friday and 7:30 a.m. to 10:00 p.m. Saturdays and Holidays. RideOn and Metrobus timetables are available by telephone request or by mail. You may also send your request to the County's Transit Information Center, Executive Office Building, 101 Monroe Street, 11th Floor, Rockville, Maryland 20850. Fare and schedule information is available at www.RideOnbus.com

RideOn's Automated Transit Information System provides general information in English and Spanish, 24 hours a day, seven days a week. The system provides information on fares and fare media; holiday service schedules; service interruptions due to snow or other emergencies; accessible RideOn and other information including Paratransit and Ridesharing services. Passes, tokens and rail cards are now available for sale online at www.RideOnbus.com

Other selected transportation related services provided to employees and their families include the following:

- **Montgomery County Employees Transit Incentives Program** – The Get-In program is a special transportation incentive for County employees. It offers a \$35 monthly discount for using public transportation, commuter rails or vanpools. When employees join, they can purchase at a discount various Metro, RideOn and commuter rail fare media or receive a rebate of \$35 to offset the cost of monthly vanpool fees. For more information about Get-In, visit the County's Commuter Services Center at 8401 Colesville Road, Suite 150 in Silver Spring 301-565-5870 or call the Division of Transit Services Fare Media Program at 240-777-5863 to receive a packet of information.
- **Transit Subsidies for Non-County Employees** – Family members working in other Montgomery County businesses and non-County public agencies may be eligible for the Fare Share and/or Super Fare Share transit subsidy programs. If their employer chooses to participate, the County will match the employer's contribution up to a maximum benefit to the employee of \$65 per month tax free. For more information on how you can get your employer to participate call Commuter Services at 301-565-5870.
- **Guaranteed Ride Home** – Anyone using transit, pooling, walking, or biking to work at least two days per week is eligible to register for this program. If you have an emergency or need to work late unexpectedly, the GRH program will give you a FREE ride home via taxi or rental car, up to four times a year. To receive an application, call Commuter Services at 301-565-5870.
- **Discount Fare Identification Cards** – These cards are needed for seniors and persons with disabilities to be eligible for lower fares. For seniors (65 years and older), cards may be obtained in all County libraries, most senior centers, most County Regional Services Centers (Upcounty, Bethesda-Chevy Chase, Silver Spring, East County and Wheaton), the County's Transit Information Center in Rockville; Takoma East Silver Spring Community Center and the County's Commuter Services.
- **Montgomery County Paratransit** – These services provide information and referrals on County sponsored transportation services for persons with disabilities and seniors. For information call 301-468-4446, Monday through Friday, from 9:00 a.m. until 3:00 p.m.
- **Metro Access** – Transportation for persons with disabilities who are not able to use accessible public transportation, please call 301-562-5360, TTY 301-588-7535 for information.

- **Call N’Ride** – Discounted taxicab coupons for eligible seniors and persons with disabilities please call 301-948-5409.
- **Medicaid Transportation** – Taxicab, wheelchair van, and non-emergency ambulance transportation to and from medical appointments. For medical assistance, clients who have no other means of transportation available, please call 301-468-4125.
- **Nutrition and Shopping Trips** – Transportation for seniors to some County nutrition programs and to the grocery store. For information, please call 240-777-3810.
- **Youth Cruiser Passes** – These monthly passes cost \$10 and are only for customers 18 years old and younger. Passes are available at the County’s Transit Information Center, Executive Office Building, Rockville and at most County Regional Services Center; and the County’s Commuter Express Store. Proof of age is required for purchase. Passes are on sale online at www.RideOnbus.com
- **Free Shuttle Buses** – This special service provides free shuttles from a number of locations Countywide. From the Bethesda Metro Station and other stops, a free ride is offered every 8 minutes, Monday through Friday from 7:00 a.m. to 7:00 p.m; and from Downtown Silver Spring, the Downtown Silver Spring, the Downtown Dasher also offers this service. For more information, call 240-777-7433 or visit www.RideOnbus.com

RECREATIONAL AND LEISURE SERVICES

The Department of Recreation provides a great number of recreational and leisure services to the community at large and County employees. (Please see Discount Coupons/Reduced Prices on page 4.) The Department has fifteen community centers Countywide. For those interested in swimming, the Department has both indoor and outdoor pool facilities in a variety of County locations. It also offers varied programs for seniors in Damascus, Silver Spring and Wheaton.

For specific information on the following programs, please call:

Aquatics Programs	240-777-6860
Camp registration and program information	240-777-6930
Schools and Clinics	240-777-6900
Teen Activities	240-777-6960
Therapeutic Recreation & Mainstreaming	240-777-6960
	TDD/TTY 240-777-6870
Sports Skills Programs	240-777-6870
Services for People with Disabilities	240-777-6900
	TDD/TTY 240-777-6974

For general information, please call 240-777-6930 or visit the web site <http://www.co.mo.md.us/rec>

TRAVEL, TOURISM & RELOCATION RELATED INFORMATION

The Conference and Visitors Bureau of Montgomery County, Maryland is located at the Upcounty Regional Services Center, 12900 Middlebrook Road, Suite 1400 in Germantown, Maryland 20874. The Bureau provides County employees and the community at large with an official visitor's guide to Montgomery County including an annual updated calendar of events, a brochure on accommodations, and other useful information. These materials are provided to County employees free of charge upon request.

For more information please call 301-428-9702 or 1-800-925-0880. You may also obtain accommodations information online at www.cvbmontco.com

WORKPLACE VIOLENCE PREVENTION POLICY (DOMESTIC VIOLENCE VICTIMS)

The Montgomery County Workplace Prevention Policy, including domestic violence in the workplace, is committed to the prevention and elimination of incidents of workplace violence. Violence in any County-owned or operated work site or facility will not be tolerated.

The County is committed to serving all its residents and recognizes that employees in public service are sometimes placed in a position of vulnerability to violence and threatening behavior. In particular, the workplace prevention policy focuses on domestic violence and perpetrators in the workplace. Domestic violence is abusive behavior occurring between individuals who have, or have had a significant personal relationship. Domestic violence can have a direct impact on the workplace. Employees who are victims of domestic violence must be made safe in the performance of their duties. In no case is a violent incident or threat occurring in connection with County employment to be ignored because of an existing relationship between the victim and perpetrator. Information received will be maintained in confidence to the best extent possible. Employee victims of domestic violence are to be given support and guidance in their work environment. With the aid of County benefit programs, such as the "Employment Assistance Program" (please see the Employee Health and Wellness brochure, on page 5), it is the County's desire that victims/employees be afforded every opportunity to be productive and effective in their work.

For more information please contact your supervisor or the Office of Human Resources at 240-777-5114.



MONTGOMERY COUNTY
OFFICE OF HUMAN RESOURCES
WORK/LIFE INITIATIVE PROGRAMS
EEO & DIVERSITY MANAGEMENT TEAM

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